Student Research, Scholarship and Creative Activities Grants

Request for Proposals (RFP) and Guidelines for Submission
Proposal deadline: Friday, October 17, 2025
Projects must be completed by June 15, 2026

OVERVIEW

Undergraduate and graduate students in any major or program at Slippery Rock University are invited to apply for up to $1,500 in funds to support independent research or a scholarly project to be conducted in collaboration with a faculty or staff mentor. Up to $1,000 may be budgeted for student wages for projects. Budget cannot be allocated to student wages for projects in conjunction with credit-bearing courses (i.e., independent studies, internships, etc.). Research is defined in a broad context to include any scholarly, creative, entrepreneurial, or civic activity and is not limited to the traditional concept of laboratory studies in the sciences. The goal of this program is to support and promote high-quality student/faculty collaborative research, scholarship and creative activity.

Guidelines and Instructions for Submitting Proposals

Applicant Eligibility Requirements

1. Any undergraduate student (registered half-time or more) or graduate student (part-time or full-time) in good academic standing is eligible to apply. Student(s) must be the author(s) of the proposal. Projects in conjunction with credit-bearing courses (i.e., independent studies, internships, etc.) are not eligible for funding.

2. Scholarly projects are broadly defined to include all students in any major. As such, these scholarly endeavors are not limited to those students in the sciences; students in the arts, education, and business are welcome and encouraged to apply.

3. Project must be conducted in collaboration with a faculty or staff member. This faculty/staff member must provide a letter of support for the project and confirm their approval of the proposal. Reviewers will use the letters of support to better understand the project being undertaken by the student.

Additional Requirements and Information

1. All proposals will be evaluated on the basis of merit, quality of the project design, and feasibility of a successful completion of the study. **The maximum grant award is $1,500** and reviewers may elect to fully fund, partially fund, or not fund a project.

2. Proposals should be substantially developed by the student with the support of the faculty mentor.

3. Students are required to submit an abstract for a presentation at the annual SRU Symposium for Student Research, Scholarship and Creative Achievement. **A plan for participation in the Symposium should be directly stated in the proposal.**

4. Student project directors and cooperating faculty/staff members are required to submit a brief report at the completion of the study outlining results and budget expenditures, including reporting any matching funds provided by the department and/or dean. Students who don't submit a report will be disqualified from applying for future grant funds. Sponsoring faculty/staff will be disqualified in the next round of funding. Unexpended grant funds will not be available after the end of the project period.

5. Proposals may be submitted by one student or teams of students, with one designated as student project director. Only one proposal per project is permitted.

6. Proposals previously submitted and not funded may be revised and re-submitted for consideration.

7. Faculty/staff members may sponsor no more than one project, under this program, per funding cycle.

8. Projects currently underway will be considered. However, proposals must be submitted prior to the completion of the project. Proposals for projects already completed will not be considered.

9. Proposals submitted after the deadline date or incomplete proposals will not be considered.

10. Grant funds may be used for student wages. The maximum amount that can be budgeted for student wages is $1,000. If a student will work on the project after May 30th FICA must be calculated for those hours.

11. Grant funds may not be used to support faculty/staff compensation, including travel.

12. Research involving human or animal subjects and/or hazardous materials must obtain the approval from the appropriate regulatory committee prior to the start of the project. Approvals are not required prior to the submission of the proposal; however, grant funds will not be released to the student project director until all approvals are obtained. **A plan for application to appropriate regulatory committees should be directly stated in the proposal.**

Student Project Director's responsibilities include:

- Consulting with the Cooperating Faculty/Staff Mentor for guidance with the project;
- Writing and submitting the proposal;
- Conducting the proposal in a professional and ethical manner;
- Preparing and submitting a final report at the conclusion of the project; and,
- Submit an abstract to present the final results of the project at the SRU Symposium for Student Research, Scholarship and Creative Achievement.

Cooperating Faculty/Staff Member's responsibilities include:

- Providing consultation to the student project director(s) on all phases of the project;
- Obtaining IRB approval for projects involving human subjects, obtaining IACUC approval for projects involving animals in research and/or obtaining approval from the Office of Environmental Health & Safety for projects using hazardous materials prior to the start of the project (if applicable);
- Acting as the cost center manager to expend the funds related to the project, i.e., submit purchase requests for supplies, requisitions for travel, reconciling the budget, etc.;
- Ensuring that all projects follow SRU policies and procedures; and,
- Sponsoring no more than one project, under this program, in a funding cycle.

PREPARATION OF THE PROPOSAL

Prepare a proposal in a Word document written in lay language, single-spaced, minimum 11-point font with 1" margins that provides the information for items a. through g. below in the exact order with the paragraphs of each section headed appropriately. Number the pages consecutively at the bottom of the page and put the last name of both the faculty/staff member and the student project director at the top right of each page (FACULTY/STAFFLASTNAME/STUDENTLASTNAME). **IMPORTANT: Save the file as a PDF document to attach to the online application form.** Remember that reviewers come from a variety of disciplines so write your proposal in a way that it can be understood by someone outside of your field of study. Proposals not adhering to the guidelines will not be reviewed for funding consideration. Use the following format:

a. Project Description (three pages maximum)
   - Overview -- Briefly describe the background and significance of the project. Clearly state your view of the proposed project's significance.
   - Goals/objectives of project -- List the goals of the project. Describe to what extent this project will advance the student's scholarly endeavors at SRU or within the discipline.
   - Description of the project -- Describe the design of the project and the procedures to be used or activities to be engaged in to accomplish the specific objectives. State whether you plan to conduct your project in-person or virtually/remotely. Use the following sub-headings:
      ➢ Purpose – Clearly state the specific project to be completed by the student in collaboration with the faculty mentor using grant funds.
      ➢ Methodology/Process – Proposals should describe the process or methodology used to complete the project. This should include, but is not limited to, description of: data collection, analysis, and interpretation; strategies for reviewing relevant secondary literature; steps

           involved in the creation and/or devising of a work of art; research methodology; etc. Include a brief description of the collaborating faculty member's role in mentoring the project.

- ➢ Brief summary of career objectives – State the career goals of the student investigator(s) (i.e., plans for graduate school and/or future employment) and how this project will contribute to those goals.
- ➢ If appropriate, a description of the use of humans or animals in the research. (Note: If funded, the project must be submitted to the IRB or IACUC. No funds will be released until approval from the appropriate committee has been obtained.)

- Expected outcome of the project -- List the expected outcomes, including what you expect to learn and what others will learn. Also, describe the means of evaluation and/or dissemination of the findings or results (e.g. presentation, publication, exhibit, performance, SRU Symposium, etc.) including the specific name(s) of professional organization(s) and/or journal(s) that will be considered.

b. Project timeline (one page maximum). Projects can begin upon notification of funding. **Projects must be completed by June 15, 2026.** The timeline should reflect these beginning and ending dates.

c. References (one page maximum). This section must include all of the literature citations mentioned in the sections above. References should be consistent. References citations must include some citations from journals and books in the discipline.

d. Budget justification (two pages maximum). Provide a written explanation for the funding request for each category, including any funds provided by the department chair, the dean and/or other sources. Individual items do not need to be described, but clearly state why the items are necessary to complete the project. If travel for student(s) is necessary for the completion of the project, requests should explain where the student(s) will be traveling, for what purpose, and an estimated cost for items such as airfare or mileage, hotel, tolls, etc. **SRU's new [Student Travel Procedures](#) must be followed.**

e. Resume of the student project director (one page maximum) outlining the student's academic career.

f. Support letter (with signature) from the collaborating faculty/staff member. This letter should address the significance of the project to the student as well as the qualifications of the student to complete the study.

g. Budget table. Use the online Application Form to complete the budget. (A blank budget table is included in Attachment A for use in drafting the budget.) **Fund requests cannot exceed $1,500 total.** Any matching funds expended must also be reported in the final report. **All materials or equipment purchased will become the property of Slippery Rock University at the completion of the project.** Purchasing of materials/supplies must follow Slippery Rock University's purchasing procedures. The IT Department must be consulted if requesting any type of software for compatibility and to be sure the software (or similar) is not already available. **Price quotes must be obtained through the IT Department and must be provided with the application.**

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SUBMISSION INSTRUCTIONS

Complete the online Application Form located at https://secure.sru.edu/forms/GrantTracker/Home. User name is an SRU email address with the password being the one used to access the SRU email account. The proposal does not need to be completed in one sitting. It can be saved and worked on at a later time. Upload the proposal and the letter from the sponsoring faculty/staff member to the Application Form. Submit the application by clicking on the "Submit" button **by 4:00 PM on Friday, October 17, 2025.**

Once you click the submit button in the online portal, you will receive a confirmation that your proposal was submitted. **Click on the "download your submitted proposal in PDF form."** This will add a signature page to your proposal. **Print a copy! You must obtain the signatures listed on the signature page that prints with your proposal.** Once all signatures are obtained, please email the signature page to Casey Hyatt in the Grants Office by the deadline time and date. Late proposals, incomplete proposals or those not sponsored by a faculty/staff member will not be considered. **REMINDER:** Allow sufficient time for the Department Chair and Dean to review the proposal prior to signing the proposal. Check with those individuals on how much time prior to the deadline they require to review the proposal.

REVIEW PROCEDURES

The SRU Student Research Grants Committee will review proposals received in response to this RFP. The proposals may be reviewed by individuals outside of your discipline area; therefore, proposals should be written with that in mind. The Committee will make funding recommendations based on their review to the Associate Provost of Academic Management. The Committee reserves the right to not review any proposals that are incomplete or do not follow the above guidelines. The Committee also reserves the right to recommend to fully fund, partially fund, or not fund a project.

TERMS AND CONDITIONS OF AWARD

Both the cooperating faculty/staff member and the student project director will need to complete a final report form detailing the outcomes of the project, including the dissemination of the project's results, no later than 30 days following the completion of the project. Proposals from previous grantees with outstanding final reports will not be reviewed. Failure to fulfill this requirement will disqualify a student from applying for future grant funds. The sponsoring faculty member will also be disqualified in the next round of funding. **Unexpended grant balances must be returned at the end of the project period.**

Requests for an extension to complete a project must be made at least 30 days prior to the end of the project period stated on the grant proposal. Requests must be made in writing (using the Request for No-Cost Extension for Internal Grants form) by the project director to the Grants Office with a justification on why the project could not be completed by the anticipated end date and a new project end date.

Student project directors will be required to submit an abstract to present the project at an SRU Symposium for Student Research, Scholarship and Creative Achievement. Failure to fulfill this requirement will disqualify a student from applying for future grant funds. The sponsoring faculty member will also be disqualified in the next round of funding. Recipients are also encouraged to present the results of the project at professional conferences/workshops, publish the results of their projects, exhibit works and/or perform the work as appropriate.

QUESTIONS: Questions concerning the application procedures/guidelines may be directed at any time to Casey Hyatt, Director of Grants, Research and Sponsored Programs, by telephone at 724-738-2045 or by e-mail to casey.hyatt@sru.edu.

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APPENDIX A

Blank budget table for use in drafting the budget.

This information needs to be input into the budget table on the electronic application form.

Do NOT attach this form to the proposal narrative.

Budget
Requested funds cannot exceed $1,500. Any funds over $1,500 must be provided by the Department Chair, the Dean, and/or other sources. **Use whole dollars only** and put the total for each line item in the table. A detailed description of each category must be provided in the Budget Justification section. **IMPORTANT:** Funds for travel must follow SRU's travel policy. Grant funds may not be used to support faculty/staff compensation, including travel, or to present results of an already-completed project. Requests for any technology (i.e., software, etc.) must attached a price quote <u>obtained from the IT Department </u>to the proposal narrative.

Category	Proposal Request	Department Chair or Dean Matching Funds	Other Matching Funds	Total Project Cost
Student Wages ($10/hour up to $1,000 total)				
Fringe Benefits (FICA tax of 7.65% must be included for summer hours worked only)				
Supplies				
Operating Expense (postage, photocopying, etc.)				
Travel				
Miscellaneous				
TOTALS				

*NOTE: All matching funds must be provided by the Department Chair, the Dean and/or other sources. The signatures of the Department Chair and the Dean on the proposal form indicate they agree to the budget proposed.